

B-WET National Evaluation System: Grantee Instructions

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This document is intended to help grantees participate in the B-WET National Evaluation System. More information, including complete evaluation plan, instruments, and FAQs are available here:

<http://www.noaa.gov/office-education/bwet/grantee-resources/national-evaluation>

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Goal of the national evaluation system

The B-WET national evaluation system collects information via online surveys from grantees and teachers participating in grantees' professional development (PD) programming. The system will provide data to inform the following evaluation questions:

- To what extent do regional B-WET programs support grantees in implementing Meaningful Watershed Educational Experiences (MWEEs)?
- How are MWEEs implemented by grantees and teachers?
- To what extent do B-WET-funded projects increase teachers' knowledge of watershed concepts, their confidence in their ability to integrate MWEEs into their teaching practices, and the likelihood that they will implement high-quality MWEEs?
- To what extent do B-WET-funded projects increase students' knowledge of watershed concepts, attitudes toward watersheds, inquiry and stewardship skills, and aspirations towards protecting watersheds?

Note that the evaluation system is centered on Meaningful Watershed Educational Experiences (MWEEs) as a common element among all regional B-WET programs and grants. This term and acronym (with definition) is referenced in both the grantee and teacher survey instruments. Grantees are encouraged to familiarize teacher participants with this term during their professional development. For more information about MWEEs, please visit: <http://www.noaa.gov/explainers/noaa-meaningful-watershed-educational-experience>.

Data analysis and results

Data collected through the national evaluation system is anonymous. B-WET and NOAA will review grantee and teacher data only in aggregate at the regional and national levels; the intention is not to evaluate an individual teacher or grantee. The evaluation results will provide insight into how we can improve MWEE implementation and better tailor our services to you and the teachers and students you serve. We also hope to generate evidence of program impact. Ultimately, we hope to be able to provide the aggregate dataset to researchers to inform the field of research on environmental education more broadly.

Results for grantees

Grantees may view their teacher survey results through password-protected private reports. Links to the reports will be included in a monthly reminder email that is sent to each project contact along with the Teacher Contact Info Survey. The results will be aggregated so no individual teacher responses can be viewed, only the combined responses related to the grant.

Grantee participation

As a recipient of a grant from NOAA B-WET, we will ask you to participate in the B-WET national evaluation system, which collects information in four ways:

- 1) Teacher participant contact information (email addresses only) is collected from grantees on an ongoing/as-needed basis via the Teacher Contact Info Form.
- 2) Grantees will respond to the Grantee Survey annually.
- 3) Teachers are surveyed following their professional development via the Teacher PD Survey.
- 4) Teachers will be surveyed again at the end of the school year following their professional development via the follow-up Teacher MWEE Survey.

Data collection

Grantee Survey

All grantees focused on MWEE implementation with teachers and students and related professional development will be asked to complete an online survey at the end of your grant (or once per year if your grant is multiple years). This includes grantees who work exclusively with students. Grantees who are funded under a special priority area, such as Capacity Building, may not be surveyed since the evaluation system is not designed to collect information on activities outside of traditional MWEE implementation.

The annual Grantee Survey collects information on:

- Grantee satisfaction with the B-WET program
- Student MWEE goals and implementation
- Professional development goals and implementation
- Project descriptive information

Teacher Contact Info Survey

If you have teacher professional development in your grant we will ask you to complete an online form (the Teacher Contact Info Survey) to provide contact information (email addresses only) for the teachers who participate in your professional development (Figure 2).

If you have multiple cohorts of teachers you may complete this form as many times as needed over the course of your grant. You will be asked for your grant number and contact information, teachers' email addresses, and the start and end dates of the professional development you plan to provide. No teacher contact information other than teachers' email addresses is requested. The data they provide will be anonymous, and NOAA will not use their email addresses for any other purpose.

NOAA B-WET BAY WATERSHED EDUCATION & TRAINING PROGRAM

Q1. Please enter your NOAA B-WET award number. Your NOAA B-WET award number has 14 letters and numbers, such as NA12NMF4638049. The award number will be used ONLY to 1) identify your B-WET region, not your organization, and 2) allow us to link information you provide with that of data that is provided by your project's teachers.

Q2. In case teachers have questions about the B-WET survey, your contact information, as well as information for NOAA B-WET, will be included in the email that invites the teachers to complete the survey.

First Name

Last Name

Organization Name

Your Email Address

Your Phone Number

Q3. In what region are you located? (choose one)

☐ California
 ☐ Hawaii
 ☐ Chesapeake
 ☐ New England
 ☐ Great Lakes
 ☐ Pacific Northwest
 ☐ Gulf of Mexico

Q4. Please provide the dates when your professional development interactions with this group of teachers will begin and end. The end date is for all of the professional development training and support that you will provide to this cohort of teachers, so depending on your type of program, it could be 7 days after the start date or 7 months.

Use the format MM/DD/YYYY, such as for June 9, 2013, enter 06/09/2013.

Start Date (MM/DD/YYYY)

End Date (MM/DD/YYYY)

Q5. Please provide the email addresses of the teachers who participated in your professional development. These email addresses will be used for distributing a NOAA B-WET questionnaire link. The teachers' data will be anonymous.

Please list up to 30 teachers' names and email addresses. If more than 30 participated in your professional development, please complete this survey again to add the additional teachers.

PLEASE CLICK ON THE SUBMIT BUTTON AT THE BOTTOM OF THE PAGE WHEN YOU ARE FINISHED ENTERING EMAIL ADDRESSES. THANK YOU!

Q6. Teacher Contact Information

Email Address

Q7. Teacher Contact Information

Email Address

Figure 1: Snapshot of Teacher Contact Info Survey

Defining a cohort of teachers

A “cohort” of teachers may be defined as appropriate for your project. A single cohort should all participate in activities associated with a single grant, and those activities should be completed around the same time. For example, if you work with one group of teachers for a summer workshop only, and another for the summer workshop and follow-up school year training, it would make sense to define these as two cohorts. The first would receive their PD survey following the workshop, the second following completion of all of the follow-up activities.

If you work with the same cohort of teachers over several years of a multi-year grant, please list the end date of the entire professional development interaction, even if it is 2-3 years in the future. You will receive the grantee survey yearly, but teachers should only receive the PD survey once at the end of their entire period of work with your organization. If you have questions about how to define a cohort of participants for your grant, please contact Bronwen Rice, B-WET National Coordinator (Bronwen.Rice@noaa.gov, 202.482.6797) or your regional program manager to discuss more.

Professional Development End Date

Please note that it is very important to provide an accurate anticipated end date for the entire professional development activity for each cohort of teachers. For the purposes of this evaluation system, we define the end date of the professional development as when all of your interactions with a particular group of teachers are complete. For example, if you offer an intensive summer workshop, and

also provide in-classroom support throughout the following school year, the end date should be the end of the school year, once all of your support activities will be complete. For some grantees, the duration of interactions could be seven days, whereas for others, it could be seven months. It is OK to estimate this date, but your thoughtful consideration of this will help ensure that we are able to collect information about your entire professional development program. We also only want to ask each teacher to complete the PD survey once for each grant.

All of the following bulleted items are considered to be B-WET professional development that you might be providing to teachers. The "end date" is when all of your professional development ends for a particular cohort of teachers.

- One one-day workshop (8 hours or less)
- Multiple one-day workshops that take place non-consecutively
- Multi-day workshop(s) that takes place over consecutive days
- A college-level course
- Professional development provider training (training for individuals who provide teacher professional development)
- Individual teacher coaching and support (e.g., curriculum planning, shared teaching, demonstrations and/or other forms of in-school or in-field support)
- On-line professional development support (e.g., courses, webinars, discussion forums)

When to submit teacher contacts

Please submit teacher contacts via the Teacher Contact Info Survey once you know who has participated in your professional development. Ideally we'd like you to submit contacts at least one month prior to the professional development end date you provide so we can send out a pre-notification. It is better to wait until later in the professional development so you will know for sure who has participated, since it is difficult to update contacts once they have been submitted. For example, if you are working with one cohort of teachers over multiple months, wait until 2 months prior to the professional development end date to submit teacher contacts so that the information submitted is more accurate.

Making changes to submitted information

If the professional development end date or other information changes significantly after submission, grantees should contact Bronwen Rice, B-WET National Coordinator (Bronwen.Rice@noaa.gov, 202.482.6797) with updates. Please include your grant number in any information change requests. The B-WET National Coordinator will need to work with the grantee to make the changes in the system. For this reason, please only make edits if there are significant changes. If the professional development end date shifts by only a few days, or even a week or two, it isn't an issue, since teacher emails are sent out on a monthly basis. If teacher participants drop out of the professional development they will always

have the opportunity to opt-out of the emails, and to add new teachers the Teacher Contact Info Form may be completed again.

Teacher Surveys: PD Survey and MWEE Survey

The teachers for whom you have provided email contacts will be asked to complete two online surveys at different times. Following their professional development experience as part of your grant they will receive the Teacher PD Survey, which asks them to provide information about their experience in the professional development, their intentions for instruction as a result, and their anticipated student outcomes. At the end of the following school year they will receive the follow-up Teacher MWEE Survey, which asks for information about how they actually implemented MWEEs with their students and student outcomes.

How grantees can support teacher participation

Grantees are our conduit to teacher participants and can help improve evaluation results by providing teachers information about the importance of the data collection and encouraging them to respond. The B-WET evaluation resources website (<https://www.noaa.gov/office-education/bwet/grantee-resources/national-evaluation>) has sample language you can use to communicate with your participants about this project. We will also send them a pre-notification with more information before the end of their professional development.

Achieving a response rate that will produce a substantial dataset is a major challenge. Wherever possible, grantees should try to incorporate participation in the evaluation system into existing requirements for professional development program completion. For example, teachers will receive a thank you email after they complete questionnaires. Grantees may ask the teachers to send that thank you email to them as proof of their participation. This allows grantees to track participation while still ensuring anonymity, since results are only viewable in aggregate. If incentives are provided, such as credit or a stipend for participating in the grant project, then grantees could include teacher participation in this data collection as one of the incentive requirements. Another option would be to offer a thank you “gift” (small token, inclusion in a raffle, etc.) for proof of participation. These incentives will help B-WET achieve the response rates we need and we strongly encourage grantees to integrate participation in this evaluation system into their formal project requirements for teachers whenever possible.

Balancing the national evaluation system and project-level evaluation

Note that the national evaluation is not intended to replace your existing project-level evaluation. While we provide results from Teacher PD projects back to you, it may not be sufficient to provide the kind of detailed information you need to fully understand, describe, and improve your project. As a national-level evaluation, it is by necessity one size fits all, and a relatively low burden on grantees and teachers. Grantees are encouraged to balance these needs within the portion of their budget that is allocated for evaluation.

We hope that by providing the survey instruments online in advance, grantees may be able to tailor their project evaluations to minimize overlap in data collected/methods used. For example, grantees may not need to include questions that will be answered through the teacher instrument in their own evaluations.

Thank you for your participation!

This evaluation system is intended to collect data over the long term, so your participation will provide invaluable feedback for how it can be improved in the future. We anticipate that this evaluation system will have short-term and long-term benefits for projects, funders, and the field of environmental education broadly. The results will provide insight into how we can improve the NOAA B-WET program and tailor our services to you and the teachers and students you serve. Your input is valued and will contribute to a better B-WET program in the future, so please consider participating to the extent possible for your grant.

Contacts for more information

More information, including complete evaluation plan, instruments, and FAQs are available at the B-WET national website evaluation resources page here:

<http://www.noaa.gov/office-education/bwet/grantee-resources/national-evaluation>

You may also contact the B-WET National Coordinator (Bronwen Rice, NOAA Office of Education, Bronwen.Rice@noaa.gov, 202-482-6797) or your regional program manager for more information.